



City of Arts & Innovation

Human Resources Board

TO: HUMAN RESOURCES BOARD
2021

DATE: DECEMBER 6,

FROM: HUMAN RESOURCES DEPARTMENT

SUBJECT: REVISIONS TO THE TARDINESS POLICY (II-10) AND THE EMPLOYEE LEAVE DONATION POLICY (V-3)

ISSUE:

Approve revisions to the Tardiness Policy (II-10) and the Employee Leave Donation Policy (V-3).

RECOMMENDATION:

That the Human Resources Board approve revisions to the Tardiness Policy (II-10) and the Employee Leave Donation Policy (V-3).

BACKGROUND:

The Tardiness Policy (II-10) was last revised in November 2014, and the Employee Leave Donation Policy (V-3) was last revised in February 2018. As part of the Human Resources Department's practice of regularly reviewing and updating policies and procedures, these policies were reviewed and refined.

DISCUSSION

The Tardiness Policy has been revised to establish guidelines for all regular employees reporting to work on time and adhering to their established work schedule and to establish a system to enforce these guidelines. The revisions to the policy clarify that an employee is considered tardy if they are not at their workstation within the first ten minutes of the employee's work shift or not on duty ten minutes prior to the end of the employee's work shift. A new section was added to the policy to allow supervisors to approve the use of "emergency" leave (vacation, sick, or compensatory time) on a case-by-case basis. If no leave bank is available, the employee's time will be coded as no pay. Supervisors are responsible for documenting and maintaining records of tardiness for subordinate employees. Additionally, the revisions specify that employees with excessive tardiness will be subject to disciplinary action and follow disciplinary guidelines as set forth in Policy (III-1) Discipline.

The Employee Leave Donation Policy includes revisions to establish a procedure to allow City employees to donate their own accrued vacation leave to another employee who has exhausted all paid leave because of a serious non-job-related medical emergency. IBEW units may donate their compensatory time bank in the same manner as the donation of accrued vacation leave for all other employees. The policy defines the application process for employee's who request donated leave time from their co-workers and specifies how the plan will be administered and how the donated hours will be used. A new section was added to the policy to inform donors that the value of all donated leave hours are taxable income and will be included on the donor's W2 for the tax year in which the hours were utilized per IRS general law taxation rules. Furthermore, all policies also include administrative changes to reflect process changes and to conform to a citywide format.

The policies were reviewed by City Management and a City-Wide Policy Committee for their concurrence with policy changes.

STRATEGIC PLAN ALIGNMENT:

This item contributes to Strategic Priority No. 5 High Performing Government and Goal No. 5.3 – Enhance communication and collaboration with community members to improve transparency, build public trust, and encourage shared decision-making.

This item aligns with EACH of the five Cross-Cutting Threads as follows:

1. **Community Trust** – The policies contained within this report has been reviewed and approved by the various bargaining units, the City Attorney's Office, will be reviewed by the Human Resources Board, and a Public Hearing will be held to receive public input and build community trust.
2. **Equity** – Policies and procedures reflect the City's vision, values and culture and ensures equality for all employees.
3. **Fiscal Responsibility** – There is no funding associated with this report. However, updated policies and procedures ensure that quality services are provided to all.
4. **Innovation** – A collaborative and innovative approach was used to revise these policies to meet the City's current and changing needs while ensuring compliance with various rules and regulations.
5. **Sustainability & Resiliency** – To maintain a sustainable and resilient workforce it is important to keep all policies and procedures up-to-date to ensure equitable applicability of personnel rules.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Rene Goldman, Human Resources Director
Approved by: Rafael Guzman, Assistant City Manager

Attachments:

1. Tardiness (II-10)
2. Employee Leave Donation (V-3)